

## Move Bid Request Cover Letter

Date

Insert Name

Insert Name of Moving Company

Insert Address of Moving Company

RE: Request for Moving Bids  
Project: Insert Project  
Parcel No.: Insert Parcel No.  
Displacee Name: Insert Displacee Name

Dear Name Of Moving Company:

The AGENCY is seeking contractors interested in providing a moving bid for the relocation of Insert Business. Moving bids are to be prepared in accordance with the attached Request for Proposal and Moving Specification.

The bid will enable the AGENCY to select an acceptable bidder. After selecting the successful bidder, the owner(s) of the personal property to be moved will be offered the opportunity to perform the move using their own resources for an amount not to exceed the lowest acceptable bid. In light of this, if you submit a bid, your company will be entitled to receive a reasonable reimbursement of costs incurred in preparing the moving bid.

All bids must be received by mail or fax no later than insert date.

Please let me know if you will be unable to attend the walk-through described in the attached Request for Proposal. If you have any questions, please feel free to call me at Insert specialist's phone number.

Sincerely,

Insert Specialist's Name

Relocation Specialist

Real Estate Services

Insert Specialists Address

Insert specialists phone # and fax #

Insert Email Address

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